

**Camden County Board of Commissioners****Regular Meeting****June 2, 2008****8:00 A.M.****Historic Courtroom, Courthouse Complex  
Camden, North Carolina****MINUTES**

The regular meeting of the Camden County Board of Commissioners was held on Monday, June 2, 2008 at 8:00 a.m. in the Historic Courtroom, Camden, North Carolina. The following members were present:

Chairman Jeffrey B. Jennings  
Vice Chairman Philip Faison  
Commissioners Melvin J. Jeralds, Sandy Duckwall and Mike Andrews

Also attending was County Manager Randell Woodruff, Clerk to the Board Ava Gurganus and County Attorney John Morrison.

Chairman Jeffrey Jennings called the meeting to order, gave the invocation and lead those present in the Pledge of Allegiance.

**Consideration of Agenda**

Chairman Jeffrey Jennings amended the agenda as follows: *Added Presentation - Lynn Bunch, President, College of the Albemarle; Item 6. New Business, G. Scattered Site Housing; added Item 11.a. FY2008-09 Budget Work Session; and removed from agenda Item 6. E. Rescue Squad Contract.*

Commissioner Mike Andrews made a motion to approve the agenda as amended. The motion passed as Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

**Presentation of FY06-07 Approved Audit – Mason Spruill**

CPA Mason Spruill presented the 2007 independent auditor's report. In Mr. Spruill's opinion, Camden County complied with all state and federal requirements.

College of the Albemarle President Lynn Bunch reported on the following:

- Thanked the Board for supporting COA
- 10% Student enrollment increase, 8.2% total students from Camden County
- Completing "A Building" expansion; will have labs to accommodate anatomy and physiology classes to support Health Science curriculum; will have large lecture auditorium style facility that will hold 140 students
- Added Coordinator to provide EMS Training
- First student graduated from Gateway to College Program and is the only community college in the state of North Carolina to offer this program which is supported by the Gates Foundation
- The upcoming year the college will be adding back the Mechanical Drafting Program
- Working on a proposal to develop the air frame and power plant curriculum in support of the Aviation Park
- Reinstatement of college athletics and in the process of raising \$1.1 million for the project because state funds can not be used to support athletics

Chairman Jeffrey Jennings stated the College is doing an excellent job and thanked Mrs. Bunch for her presentation.

Public Comments

Marcella Whitson, 222 Culpepper Road, requested that the Findings of Facts for the rezoning application for Camden Plantation be amended to add the following items under Section C. of the conditions: *The impact and management of stormwater drainage of downstream property owners and the availability of water needed to maintain the golf course including the current water table and the impact of any major withdrawals of ground water on the water table and adjoining and abutting property owners.* The justification for these requests can be found in Camden County Ordinance No. 2007-01-01, Item H. 2.

Bill Stafford, 102 Lake Mills Drive, voiced his concerns regarding the impact on the schools, tax and insurance increases, and capabilities of South Mills Fire Department’s ability to handle fires in Camden Plantation. Mr. Stafford asked the Board to contract NC Department of Insurance before making a rezoning decision.

Consent Agenda

Commissioner Melvin Jeralds made a motion to approve the consent agenda as presented. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Consent Agenda

May 5, 2008 Regular Meeting Minutes subject to correction of typographical and technical errors.

Tax Releases, Pick Ups & Refunds

<u>Name</u>	<u>Amount</u>	<u>Type</u>	<u>Reason</u>	<u>No.</u>
Gladys Kirchner	129.15	Release	Turned in Plates	10046
Randal Hartnett	138.06	Release	Military Exempt	10024
Michael Odell	125.16	Release	Military Exempt	10053
Judy Bulkley	113.71	Release	Wrong County	10065
David Sawyer	486.42	Pick Up	Roll Back Tax	10000
Sandra Cox	265.76	Pick Up	Discovery	10027
Sandra Cox	209.47	Pick Up	Discovery	10028
Sandra Cox	106.88	Pick Up	Discovery	10029
Blackwater Target	132.66	Pick Up	Wrong County	10057
Blackwater Target	146.71	Pick Up	Wrong County	10069
Lucien Morrisette	116.60	Refund	Turned in Plates	9975

Authorization to Collect – Feb. Renewals

STATE OF NORTH CAROLINA  
COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County (Feb.Ren.) Due 6/1/2008

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
16,283.08	17,652.83	10,056.32	43,992.23

Witness my hand and official seal this 2<sup>nd</sup> day of June 2008.

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

This is to certify that I have received the tax receipts and duplicates for collection in the amounts as listed herein.

Tax Administrator of Camden County

Budget Amendments – 2007-08-BA022 thru 2007-08-BA024

2007-08-BA022

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2008.

Section 1. To amend the 911 Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	INCREASE	AMOUNT	
			DECREASE	
Revenues:				
11399999-439900	Fund Balance	\$ 922.00		
11340999-432700	Fees Collected	\$ 63.00		
Expenses:				
116900-597100	Transfer to General Fund	\$23,385.00		
119990-599900	Fund Reserves		\$22,400.00	

Directions per NC Wireless 911 Board 12/13/07.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 2<sup>nd</sup> day of June, 2008.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2007-08-BA023

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2008.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	INCREASE	AMOUNT	
			DECREASE	
Revenues:				
10390400-439711	Transfer from 911 fund	\$23,385.36		
Expenses:				
109990-500000	Contingency	\$23,385.36		

This will result in an Increase of \$23,385.36 in the Contingency of the General Fund.

Balance in Contingency \$47,893.36

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 2<sup>nd</sup> day of June, 2008.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2007-08-BA024

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2008.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	INCREASE	AMOUNT	
			DECREASE	
Expenses:				
106900-539730	Loan for sewer	\$45,000.00		

109990-500000	Contingency	\$45,000.00
---------------	-------------	-------------

**Estimated amount needed to balance budget.**

**This will result in a decrease of \$45,000.00 in the Contingency of the General Fund.**

**Balance in Contingency \$2,893.36**

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 2<sup>nd</sup> day of June, 2008.**

### Clerk to Board of Commissioners

**Chairman, Board of Commissioners**

Set Public Hearing – Ordinance No. 2008-06-01 – Amendment to Chapter 113 (Peddlers & Solicitors) of the Camden County Code of Ordinances for June 16, 2008

Set Public Hearing – Ordinance No. 2008-06-02 – Rezoning Application – UDO 2008-04-24 – for Janet H. Cooke for June 16, 2008

- **End of Consent Agenda**

### **Old Business - Coastal Resources Commission Board Recommendations**

Commissioner Mike Andrews recommended Abner Wayne Staples as the Coastal Resources Commission for the Agricultural Representative.

Chairman Jeffrey Jennings called for any other recommendations. Hearing no additional recommendations, Chairman Jeffrey Jennings so directed the County Manager to inform the North Carolina Coastal Resources Commission of Commissioner Mike Andrews recommendation.

**Old Business - Consideration of Ordinance No. 2008-04-01- Rezoning Application – Camden Plantation Properties, Inc. – UDO 2007-10-06**

Commissioner Mike Andrews made a motion to approve Ordinance No. 2008-04-01 with all recommendations received from the public, Camden Plantation meet with the Planning Department, concerned citizens, Marcella Whitson, Billy Stafford, and the rezoning is consistent with the land use plan. The motion passed with Commissioners Sandy Duckwall, Philip Faison and Mike Andrews voting aye; Commissioners Melvin Jeralds and Chairman Jeffrey Jennings voting no; no Commissioner absent; and no Commissioner not voting.

Approved Ordinance No. 2008-04-01 reads as follows:

**Ordinance No. 2008-04-01**

**An Ordinance  
Amending the Camden County  
Zoning Map  
Camden County, North Carolina**

## Article I: Purpose

The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and subsequently amended.

## Article II. Amendment to Zoning Map

The Official Zoning Map of Camden County, North Carolina, which was adopted on December 20, 1993, and subsequently amended, is hereby amended as follows:

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7081-00-03-6230 is hereby rezoned from Basic Residential (R3-1) to Planned Unit Development (PUD)

**Article III.                      Penalty**

1. Violations of the provision of this Ordinance or failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of

- Adjustment if the offender was sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.
3. This Ordinance may also be enforced by any appropriate equitable action.
  4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
  5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

**Article IV. Severability**

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

**Article V. Effective Date**

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this the 2nd day of June, 2008.

\_\_\_\_\_  
Jeffrey B. Jennings, Chairman  
Camden County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Ava Gurganus  
Clerk to the Board

(SEAL)

**Old Business - Contract & Loan Awards for FY07 NCHFA-SFR Program**

Camden County has been awarded a grant of \$200,000.00 from the North Carolina Housing Finance Agency for the 2007 Single Family Rehabilitation Program.

Households to receive assistance have been chosen based on a number of factors including income, cost effectiveness, and the number of elderly and disabled household members.

The maximum rehabilitation costs allowed is \$40,000.00. The assistance is in the form of a 0% interest forgiven loan, forgiven at the rate of \$3,000 per year.

Chris Hilbert of Holland Consultants set forth the consultant's recommendations for awarding renovation contracts for three (3) housing units.

Chris Hilbert did not recommend the lowest numeric bid because of work experienced on a previous contract that was unsatisfactorily completed.

County Attorney John Morrison questioned Mr. Hilbert for concrete reasons regarding his recommendation of not accepting the lowest numeric bid and who is the lowest numeric bidder.

Mr. Hilbert replied, Perry Builders.

County Attorney John Morrison asked who the next lowest bidder that is being recommended.

Mr. Hilbert replied, Blair Shores.

County Attorney John Morrison asked Mr. Hilbert if he was a licensed engineer, to which Mr. Hilbert replied that he is a consultant.

County Attorney John Morrison asked Mr. Hilbert, for the record, what is Mr. Hilbert's educational background, to which Mr. Hilbert replied, that he has a degree from East Carolina, and is the Project Manager for Holland Consultant for twelve (12) years and during the course of the twelve (12) years he has administrated and specialized in SSH CDBG type of projects.

County Attorney John Morrison asked Mr. Hilbert how many contract awards and contracts has Mr. Hilbert reviewed in the course of this career, to which Mr. Hilbert

replied, at least five hundred (500) and is familiar with the requirements to carry out a bid of this nature and the biggest concern on this particular project is time, which is a sixty (60) day contract, and he has documented that Perry Builders is not capable of completing the project within the time frame.

Mr. Hilbert said in addition he is recommending the low bid for lead base paint abatement to be awarded to Eastern Environmental.

Commissioner Philip Faison made a motion to approve the recommendation of Mr. Hilbert of Blair Shores Builders for the rehabilitation work for the FY07 NCHFA-SFR Program and Eastern Environmental for the lead abatement on the Wickham Road property and authorize the Chairman and staff to execute the necessary documents. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

**Memorandum of Understanding between Parks & Rec & Camden County Schools**

Commissioner Sandy Duckwall made a motion to approve the Camden County Parks & Recreation and Camden County Schools Memorandum of Understanding. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

**Camden County Parks & Recreation and Camden County Schools  
Memorandum of Understanding**

**I. Purpose**

This document embodies the policies and procedures which govern facility use and users in order to insure optimal maintenance of athletic fields and other recreational facilities, owned by Camden County and by the Camden County Board of Education (BOE) and to assure fair and efficient access to those facilities.

The primary use of county recreation areas and facilities is for public recreation activities. The primary uses of school recreational facilities are (a) during school hours for school use exclusively (generally 8:30 a.m. to 5:35 p.m. on days school is in session and (b) during non-school hours, and on non-school days, for school and community use.

Factors to be considered in determining permission for use, as well as permission for type of use, are: current capital improvements or rehabilitation, regular maintenance, facility condition, extent of wear and tear to be caused by use, coordination of uses, efficient scheduling, location of facility, and availability of services at a facility.

All parties must comply with Federal and State anti-discrimination laws. All facility users shall comply with all applicable federal, state and local laws; such user shall pay all the costs, expenses, fines, penalties, and damages which may be imposed upon the owner of the property by reason of, or arising out of, the user’s failure to fully and promptly comply with all legal requirements and observe all the provisions of this policy.

**II. List of Facilities Governed**

The outdoor athletic fields and outdoor and indoor facilities within Camden County are legally controlled as follows:

**A. Board of Education Athletic Fields and Recreational Facilities**

<u>School</u>	<u>Field/Facility</u>
Grandy Primary/Intermediate	Gymnasium
Camden County Middle School	Baseball Field Basketball Courts (outdoor) Football/Soccer Field Gymnasium Softball Field
Camden County High School	Baseball Field Football Field Gymnasium Softball Field (Central Office Complex)

**B. Camden County Recreation Areas**  
Locations

<u>Locations</u>	<u>Field/Facility</u>
Camden Community Park	Baseball/Softball Field 1 Baseball/Softball Field 2 Baseball/Softball Field 3 Baseball/Softball Field 4 Baseball/Softball Field 5 Baseball/Softball Field 6 Baseball/Softball Field 7 Basketball Court (outdoor) Football/Soccer (existing) Football/Soccer (expansion)

- Pavilion

Open Space

Tennis Court

Track and field

Walking Trail
- Great Dismal Swamp

Walking/Biking Trail

III.      **Priority of Use by Category**

Permits for field/facility use are issued by category in which the organization or event is placed. Category I user/event has priority over Category II and lower user/event. Within a category; Subcategory A has a priority over B, B over C, etc. If there is a dispute within a category, the facility representative will decide priority.

**Category I Permit Use**

BOE Public School Activities for grades Pre-K – 12

These activities include physical education and academic activities, Camden County Schools' extra-curricular and co-curricular programs as well as school parent/teacher athletic organization.

**Category II Permit Use**

- A.

Parks and Recreation Directly Sponsored Activities

These activities include programs run by the Recreation Department, such as day camps, after school programs, program offerings and special events.
- B.

Co-Sponsored Athletic Organizations

The following volunteer non-profit sports organizations are recognized by Camden County and are considered to be co-sponsored by the Parks and Recreation Department, according to the rules noted below:

Camden Babe Ruth Baseball and Softball

Camden Bears Youth Football and Cheerleading

**Category III Permits**

- A.

Camden County Service Agencies/Community Partners

These groups include 4-H, Boy Scouts and Girl Scouts, Northeastern Community Development Corporation (NCDC) and Albemarle Hospital.
- B.

Camden County Teams in Established Leagues

These teams are independent organizations that have been established to serve the recreational interest of their participants. A written roster, copy of the registration forms and proof of insurance (Section IV (A) below) must be submitted at the time of application to the issuing entity. No permits will be issued unless this criteria is met.

**Category IV Permits**

- A.

Private Group Field/Facility Requests

These groups are made up of citizens of Camden County, or businesses based in Camden County, who request the use of facilities on an occasional basis when space is available.
- B.

Privately Operated Programs

Camden County Parks and Recreation Department and BOE facilities will not be made available for organizations, entities, individuals or groups for the purpose of providing recreational services to youth or adults if the event to be operated is on a for-profit basis.

**NOTE:** All “Category II through IV permits will provide the notice that a program carried on by a “Category I” organization can claim priority in unusual circumstances. The Parks & Recreation Department and BOE reserve the right to request written copies of all team rosters, and registration forms complete with names, addresses, places of employment and insurance requirements.

IV.      **Procedure and Criteria for Parks and Recreation Co-sponsored Status**

- A.

A county organization, whose primary function is to provide recreational activities within the community, may seek to obtain co-sponsorship status with the Recreation Department by satisfactorily fulfilling the following requirements:

○ A demonstrated need for providing the activity is evidenced

○ Program does not duplicate a similar activity offered successfully within the county

○ Activity is provided strictly on a non-profit basis

○ All participants must reside in either Camden County or Pasquotank County

○ All participants, including instructors, coaches, officials and players are covered under liability and accident insurance plan approved by the Recreation Department

○ All coaches training, screening and certification programs, which are required by organizations affiliation, are properly enforced

○ The organization is a member of, or affiliated with a local, state, regional or national organization recognized as such, which provides rules and regulations governing play and organization requirements.

B.

If an organization, other than those listed, seeks co-sponsored status, it must complete the required form and explain its compliance with the above criteria. The organization must be approved by the Recreation Department, Recreation Advisory Board, BOE, and Board of Commissioners (BOC).
- V.      **Allocation of Fields and Facilities**
- A.

Supervision

The Camden County Schools’ Athletic Director and the Parks and Recreation Coordinator will collaborate, coordinate and schedule the allocation of the fields and facility for Category 1 – 2 uses.

The primary responsibility of Camden County Schools’ Athletic Director will be to oversee the athletic facilities of the schools and coordinate the allocation of such with their respective principal and the County Parks and Recreation Coordinator. The primary responsibility of the Parks and Recreation Coordinator will be to oversee the County’s park facilities and will coordinate with the School System’s Athletic Director and principal. All applicable user groups will receive a copy of the Facilities Use Application and fee schedule. A copy will be posted on the Parks and Recreation Department website and a hard copy will be made available to any resident who requests one from the Parks and Recreation Department and/or at the school the request is being made. It is recognized that each group may further subdivide the time among its entity; conflicts among such teams and groups

are not addressed by this policy. For users other than Category 1 and 2, a formal application and permit are required signed by both the County Parks Director and the County's Schools' Athletic Director and Principal.

B. Priority Assignment

Priority of assignment within Category 3/4 permits will be granted equitably to applicants who have submitted all required information and paperwork on dates of assignment. Requests for the same facility at the same time will be scheduled on a first come/first serve basis.

Certain field users maintain an "affiliation" with co-sponsored organizations. Each co-sponsored organization may determine whether it will provide fields from its allotted time to affiliated programs.

Affiliated users may not gain a priority over other co-sponsored organizations by virtue of such affiliation.

Any assigned user must notify the Recreation Coordinator and/or Athletic Director of expected non-use of a particular athletic facility, at a particular time. Every effort should be made to do so at least seven (7) calendar days in advance. This non-use does not apply to weather cancellations.

Notes Concerning Scheduling

Scheduling assignments will be made based upon the categories established in section III above.

C. Game Delays

CCHS, CCMS and Camden youth sports activities are often subject to delays due to late arriving opponents and/or officials, or emergencies. In such cases, use may extend beyond the normal time. Likewise, overtime and extra innings can require additional time. Other users take their starting time subject to CCHS, CCMS sports' right to complete their games.

D. Makeup Schedule

Under unusual circumstances, CCHS and CCMS sports, including make up games, have the right to bump a previously scheduled activity. Every effort should be made to limit such late rescheduling. Other school system use (for example, elementary school fairs, campouts, intramurals, etc.) are known well in advance and have priority provided at least 30 days notice is given of the event. Parks and Recreation Director and Athletic Director will make every effort to notify affected users as soon as possible of all cancellations.

E. Field Closings Due to Weather

All users of athletic fields are subject to the determination of field playing conditions on a daily basis. The school system Athletic Director will make all decisions concerning CCHS and CCMS athletic events. For all other user groups, determination is made on week-days at 2 pm by the Recreation Coordinator, or his designee, for both Camden County and BOE fields; the Recreation Coordinator will consult with the school system Athletic Director or principal concerning the impact upon CCHS and CCMS athletics and any special consideration to be given. Generally, all users are subject to the same standard for closure. Nevertheless, determination will be made on a field-by-field basis, as well as a user-by-user basis where conditions are such that some fields may be playable while others are not, and some users may do less damage by use than others. At later times and weekends, each organization is required to close its fields if injury may result to participants or if damage to the playing surface, affecting not only its continued use by this user but also use by others in this season and in the following season, will occur. If in doubt, the field will be closed. Users must notify the Recreation Coordinator, or designee, if they have closed the field so other users questioning whether to close their fields can be so advised.

F. Athletic Camps/Clinics

This category will include instructional activities that extend beyond one day and for which a separate fee or tuition is charged. Camps must be open to all youth regardless of skill level. Sports camps will be limited to one week (five days) duration for any given age group or similar category (gender, ability, etc.). Camps may be scheduled at Camden County and BOE facilities. All sports camps are limited to two camps per organization each year. Organizations may only conduct programs within their sport. All camps, no matter on which facility, must be scheduled through the Parks and Recreation Director and comply with facility owners other requirements. This regulation only applies to non-school sponsored activities.

G. Special Events

Every effort should be made to accommodate such events (for example, sports tournaments, parades, fireworks, festivals, Relay for Life, etc.) no matter what priority is assigned. Exceptions to stated policy may be granted for such special events.

**VI. Field Modification**

Modifications are prohibited unless expressly authorized in writing by the owner. Any substantial proposed changes to fields or parks should be submitted to the school system's Athletic Director, principal and Parks and Recreation Director to consider the impact upon facility use. Those requested changes, along with a recommendation, will then be forwarded to the BOE, and or BOC for consideration.

This would include the development of active recreation areas from property not currently used for this purpose. It would include the installation of fences, structures, scoreboards, permanent stands and permanent lighting.

It would not include the replacement of any current structure (an old backstop with a new one of roughly the same size) or the repair or replacement of existing fencing. These types of items will be the responsibility of the Recreation Coordinator, Athletic Director, or a designee.

The placement location of all movable items (portable stands, port-a-johns, soccer goals, batting cages, blocking sleds, temporary fencing, etc.) will be the responsibility of the Recreation Coordinator, Athletic Director, or a designee. They may delegate seasonal authority to co-sponsored organizations regarding the management of these items.

**VII. Facility Use Rules and Regulations**

A. Use of any active recreation area by a group of more than ten (10) participants is authorized by permit only.

B. Please have a copy of the permit with you at all times while on the field or at the facility.

C. User groups may not give their permitted time to another group. All changes must be made through the Recreation Coordinator, Athletic Director, or a designee.

D. Use of alcoholic beverages or controlled substances of any kind, use of profane, loud, threatening, insulting, indecent and abusive language is prohibited.



E. Any user who abuses the fields/facilities shall have the privilege revoked, pay for any damages and/or fees incurred and may have future requests denied. The fields/facilities will be carefully monitored for proper usage.

F. The Parks and Recreation Coordinator, Athletic Director, School administrator reserves the right to cancel or restrict the use of fields and facilities by any user group should we determine it is in the best interest of the county, schools, citizens of the county, or our fields and facilities.

G. Use of amplifiers for music, announcements or otherwise is not permitted to be unreasonably loud. The limit to such volume must be so that it is barely audible 30 yards from the limits of the playing area. No loudspeaker use is permitted before 8:00 a.m.

H. Athletic fields/facilities may not be used before 8:00 a.m. or after dusk, except where lights are utilized. Practices and games should be scheduled to end by 10:00 pm with the lights to be turned off as soon as clean up and pick up of participants allow.

I. Use of portable lighting by any group shall require an on site meeting at the beginning of every season to determine the placement of the portable lights. Those locations shall be recorded by the Parks and Recreational Coordinator and the user group. It will be the User Groups responsibility to ensure the lights are maintained in the correct locations. Every effort shall be made that the lights used will only light the playing surface and not exceed the field area.

J. All trash must be placed in proper receptacles. Users are expected to leave the facility in the same condition in which it was found, or better.

K. Only temporary signs or banners may be posted during events and must be removed at the conclusion of the use of the facility.

L. No one shall drive a motorized vehicle of any kind onto recreational fields.

M. Parking is allowed in designated areas only. It is the responsibility of the user group to enforce all parking regulations and to make sure vehicles are parked properly.

N. No concession privilege will be extended by virtue of facility use. Concession privileges must have the approval of the Parks and Recreation Coordinator and Athletic Director.

O. There will be no open fires on Camden County and BOE property.

P. Warm-ups for the next scheduled event must be performed so as not to interfere with existing event and so as not to endanger the welfare of all participants, spectators and facilities.

Q. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. It is the responsibility of the user group to inform all parents, spectators, and coaches of the field/facility rules.

R. In the event of problems with the equipment or facilities, the Recreation Coordinator, and or Athletic Director, or designees must be contacted immediately.

S. No public urination or defecation. Any user group that desires a "port-o-john" at a site must gain approval from the Park and Recreational/Athletic Director for it. They will also be responsible for the site location and screening of the facility if appropriate.

T. Clothes must be changed in rest rooms and/or locker rooms only.

U. No first aid or medical supplies are available at fields; they should be provided by the user group. The user must have communication for emergency situations or law enforcement.

V. No animals except those which are trained to assist the disabled will be allowed on or inside Camden County and BOE property.

#### **VIII. Memorandum Renewal/Amendment**

This memorandum of understanding will be renewed annually at the joint meeting between the Camden County Board of Education and Camden County Board of Commissioners. If either party wishes to change this policy they must give written notification to the other party 30 days prior to this date. Amendments to this memorandum require written approval by both parties.

### **Set Public Hearing Public Hearing for FY2008-2009 County Budget**

Commissioner Sandy Duckwall made a motion to set Public Hearing for the FY2008-09 County Budget on Monday, June 9, 2008 at 7:00 p.m. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

### **Public Hearings - FY2009-2013 Capital Improvement Plan**

Chairman Jeffrey Jennings stated the public hearing would not be heard and would be reset.

Commissioner Mike Andrews made a motion to re-set the public hearing for the FY2009-2013 Capital Improvement Plan for Monday, June 16, 2007 at 7:00 p.m. or as soon thereafter as the agenda allows. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

**New Business - Planning Department – Amendment to Building Inspections & Planning Dept. Permit Fee Schedule**

Planning Director Dan Porter stated after a review of costs involved in processing and advertising of special use permits, rezoning, and variance applications, Mr. Porter presented a proposed amendment to the current fee schedule for the Board’s approval.

Commissioner Philip Faison made a motion to approve fee schedule as recommended by the Planning Director. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

**CAMDEN COUNTY  
BUILDING INSPECTIONS AND PLANNING DEPARTMENT  
PERMIT FEE SCHEDULE**

<b>RESIDENTIAL, MODULAR AND COMMERCIAL CONSTRUCTION UP TO 20,000 SQ. FT.</b>	
Minimum Fee	\$100.00
State Fee	\$ 10.00
Up to 20,000 sq. ft.	\$ .25/sq. ft.
Each sq. ft. over 20,000 sq. ft.	\$ .15/sq. ft.
<b>ELECTRICAL</b>	
Minimum Fee	\$75.00
Over 500 sq. ft.	\$ .15/sq. ft.
Service Repair	\$75.00
Temporary Service	\$75.00
Service Change	\$75.00
Mfg. Home Service	\$75.00
<b>PLUMBING</b>	\$75.00
<b>MECHANICAL</b>	
Minimum Fee	\$100.00
Additional Units	\$ 25.00
<b>INSULATION</b>	\$ 75.00
<b>NATURAL GAS HOOK-UP TO COMMERCIAL AND RESIDENTIAL STRUCTURES EXISTING PRIOR TO APRIL 7, 2003</b>	
Fee per inspection	\$35.00
<b>MANUFACTURED HOMES</b>	
Singlewide	\$250.00
Doublewide	\$350.00
Triplewide	\$400.00
<b>ADDITIONS – Including service systems</b>	
Up to 400 sq. ft.	\$150.00
Over 400 sq. ft.	\$ .37/sq. ft.
<b>SWIMMING POOLS</b>	
In Ground	\$150.00
Above Ground	\$ 50.00
<b>SINGLE FAMILY DWELLING, DETACHED GARAGES, STORAGE BUILDINGS AND UTILITY BUILDINGS – These prices include service systems</b>	
Minimum Fee	\$75.00
Perm. Foot	\$75.00
Over 400 sq. ft.	\$ .18/sq. ft.
<b>SINGLE UTILITY INSPECTION</b>	\$50.00
<b>SIGNS</b>	
16 square feet or less	No Charge
17 square feet through 32 square feet on 1 side	\$50.00
Signs in excess of 32 square feet of surface area on 1 side	\$100.00

Additional fee for electrical inspection if required	\$50.00
<b>DEMOLITION</b>	Fire, Safety & EPA Regs    \$75.00
<i>This charge is for pre-inspection for safety and hazardous materials and referral to proper channels if found.</i>	
<b>ALTERATIONS, REPAIRS &amp; IMPROVEMENTS</b>	
Up to \$5000 gross retail price	\$75.00
Over \$5000	50 % of additions fees
Alterations include work within existing structures and upgrading existing service and do NOT include Additions, New Construction, Providing Power to structures not previously having power or New Service to existing buildings.	
<b>RENOVATION FEES</b> – ½ New Construction Fees	
Farm buildings are exempt unless any electrical installation is done.	
-or- any portion of the building is used for sleeping quarters -or- the building is used for business rather than for the personal use of the farmer and his immediate family	
<b>MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY</b>	
Minimum new construct fees	
<b>COMMERCIAL PERMIT PRICES</b> (extras)	
<b>MECHANICAL:</b>	
Walk-in cooler: Commercial Cooking Hood \$40.00 each	
HVAC Fire damper/smoke damper: \$5.00 each	
<b>ELECTRICAL:</b>	
Electric duct heater: \$10.00 each	
Temporary Service with trailer: \$100.00 each	
0-100 Each Receptacle/Switch/fixture: \$75.00	
Each additional opening: \$0.10	
Subpanel, transformer, generator: \$20.00 each	
Fuel dispensers, “freestanding” parking lot light poles, manufactured home pedestals: \$5.00 each	
Exhaust fans/ water heater/RAC/ spa/ motors and machinery not specified: \$5.00 each	
<b>PLUMBING:</b>	
Minimum permit fee: \$75.00	
Per fixture, trap or similar devices: \$5.00	
Per sprinkler head: \$5.00	
<b>GAS:</b>	
Minimum permit: \$50.00	
Per outlet: \$5.00	
<ul style="list-style-type: none"><li>• All fees must be paid in full at time of application.</li><li>• No application will be reviewed until full payments are made.</li></ul>	
<b>Land Use Development Fees</b>	
Zoning Permit	\$ 25.00
Conditional Use Permit	\$250.00
Special Use Permit	\$400.00
Temporary Use Permit	\$250.00
Variance	\$500.00
<b>Rezoning Fee</b>	
Up to ten acres	\$650.00
Over ten acres	\$650.00 plus \$10 per acre
Interpretation Challenge/Appeal	\$150.00*
<b>Subdivision Fee</b>	
<b>Major Subdivision</b>	
Sketch Plan Level	\$150.00 per lot
Preliminary Plan Level	\$200.00 per lot
Final Plan Level	\$50.00 per lot**
Minor Subdivision	\$200.00 per lot**
Private Access Subdivision	\$200.00 per lot**
<b>Planned Unit Development</b>	

Sketch Plan Level	\$150.00
Preliminary Plan Level	\$200.00
Final Plan Level	\$50.00

Commercial Site Plan Review       \$ 25.00

Stormwater Review Fees/Deposit

Major Subdivision (more than 5 acres) ***	\$6,000
Minor Commercial Site Plan Review (3 acres or less) ***	\$3,700
Major Commercial Site Plan Review*** (more than 3 acres)	\$5,400

Certificate of Adequate Public Schools (CAPS)                       \$25.00

Sign Deposit Fee                       \$50.00

\*Subject to refund in the case of a successful appeal if so ordered by the Board of Adjustment.  
\*\*A fifteen dollar (\$15) credit will be granted if the final plat is submitted both on Mylar in accordance with the Unified Development Ordinance and on diskette, in a format compatible with the County’s Geographic Information System (GIS) software.  
\*\*\*The County stormwater review deposit/fee will be set up as an escrow wherein the applicant recovers any deposits in excess of actual costs incurred, or replenishes the escrow if costs drop below \$1000 prior to project approval.  
  
A permit refund will be given if a permit is withdrawn prior to commencement of the approval process (staff review for Zoning Permits and building permits; Board\* agenda for all other items). No refund shall be given after any portion of the approval process has begun (e.g., permit issued or item placed on Board agenda.)  
\* - Board of Adjustments, Planning Board, or Board of Commissioners

**Completion of Intermediate School with County Funds in Lieu of Borrowing Additional Funds from USDA – Budget Amendments 2007-08-BA025 & 2007-08-BA026**

It would be in the best interest of the county to pay the balance of the expenses incurred regarding the Intermediate School project from funds in the Debt Service Fund 73, which would save \$104,000.00 per year in payments.

Commissioner Mike Andrews made a motion to pay the balance of the Intermediate School Project – Fund 74 from funds in the School Debt Service Fund 73. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Commissioner Sandy Duckwall made a motion to approve budget amendments 2007-08-BA025 and 2008-08-BA026. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

2007-08-BA025

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2008.

Section 1. To amend the Intermediate School Project Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues:			
74330810-439773	Transfer from 7 cent fund	\$640,000.00	
74330810-434863	USDA Loan		\$640,000.00

Estimated amount to complete Intermediate School Project.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 2<sup>nd</sup> day of June, 2008.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2007-08-BA026  
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2008.

Section 1. To amend the Intermediate School Debt Service Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses:			
736820-597074	Transfer to Project	\$640,000.00	
736820-599900	Fund Reserves		\$640,000.00

Using County funds to complete Intermediate School Project.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 2<sup>nd</sup> day of June, 2008.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Commissioner Mike Andrews made a motion authorize the Chairman to send a letter to USDA Rural Development stating that the county would not be closing on the \$2,000,000.00 loan as originally planned. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

**Project Ordinance 2007-08-PO-001 – Purchase of NC Highway North 343 Undeveloped Property for Future School Facilities**

Commissioner Mike Andrews stated for the record that he fully supports buying of the land for the high school but has concerns that the county is paying more than the appraised value and felt that if the county could save money that those monies could go to other school or county financial needs.

Commissioner Philip Faison made a motion to approve Project Ordinance 2008-08-PO-001 for the purchase of undeveloped property for future school facilities with NC Lottery Funds. The motion passed with Commissioners Sandy Duckwall and Mike Andrews voting no; Commissioners Melvin Jeralds, Philip Faison and Chairman Jeffrey Jennings voting aye; no Commissioner absent; and no Commissioner not voting.

2007-08 PO-001

**CAMDEN COUNTY CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1.       The project authorized is the purchase of undeveloped property to be financed by the proceeds of the North Carolina Education Lottery.

Section 2.       The officers of this unit are hereby directed to proceed with the purchase of the property within the terms agreed upon.

Section 3.       The following amounts are appropriated for this project:

Land Purchase

\$150,000.00

Section 4.        The following revenues are anticipated to be available to complete this transaction.

NC Education Lottery Funds                      \$150,000.00

Section 5.        Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 2nd day of June, 2008.

Chairman, Board of Commissioners

Clerk to Board of Commissioners

Commissioner Philip Faison made a motion to approve withdrawal of the funds for the purchase of the undeveloped land from the NC Education Lottery Funds. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

**NOTE: See June 16, 2008 Minutes for additional information.**

**Project Ordinance 2007-08-PO-002 – Withdrawal of Funds from Public Capital Building Fund**

Commissioner Mike Andrews made a motion to approve Project Ordinance 2007-08-PO-002 for the withdrawal of funds for the completion of the 4<sup>th</sup> and 5<sup>th</sup> grade wing of the Grandy Primary School. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

2007-08 PO-002

**CAMDEN COUNTY CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the renovations of the 4<sup>th</sup> and 5<sup>th</sup> grade wing of the Grandy Primary School. These renovations include removing and replacing ceiling tiles in all rooms and hallway, painting all rooms, replacing base cabinet unit and reinstalling sink, replacing formica shelving, removing and replacing blinds, painting and refurbishing classroom doors.

Section 2. The officers of this unit are hereby directed to proceed with the authorization of this project which is being overseen by the Board of Education.

Section 3. The following amounts are appropriated for this project:

Renovation of 4<sup>th</sup> & 5<sup>th</sup> Grade Wing at Grandy                      \$48,906.00

Section 4. The following revenues are anticipated to be available to complete this transaction.

NC Public School Capital Bldg. Fund (ADM Fund)                      \$48,906.00

Section 5. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this 2nd day of June, 2008.

Chairman, Board of Commissioners

Clerk to Board of Commissioners

**Rescue Squad Contract**

Chairman Jeffrey Jennings struck this matter from the agenda until a later date.

**Contract No. 1183 – Solid Waste Management – NCDENR**

Commissioner Mike Andrews made a motion to approve Contract No. 1183 for the \$17,000.00 grant the county received for the recycling center which requires a match of \$6,500.00. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall,

Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

### **Scattered Site Housing Contract**

Commissioner Sandy Duckwall made a motion to approve the Contract for Professional Service with Albemarle Commission for the FY08 CDBG Scattered Site Project and authorize the Chairman and staff to execute the necessary documents. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

### **County Manager's Report**

County Manager Randell Woodruff reported on the following:

- Joint meeting with Board of Education on Monday, July 14 held at the Intermediate School at 6:00 p.m.
- Register of Deeds project progressing on schedule – will be completed before August
- County Assembly Day, June 10, 2008 in Raleigh
- Video Equipment has been delivered and will be working by end of August
- Commissioner Jeralds and County Manager attended Green Park meeting at Senator Basnight with his staff
- Attended meeting in Raleigh regarding stormwater regulations

### **South Camden Water & Sewer District Board of Directors**

During the regular Board of Commissioners meeting, Chairman Jeffrey Jennings recessed the regular meeting at 9:13 a.m. and called the South Camden Water and Sewer District Board of Directors to order.

Member Sandy Duckwall made a motion to adjourn the South Camden Water and Sewer District Board of Directors meeting at 11:39 a.m. The motion passed with Members Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Member voting no; no Member absent; and no Member not voting.

### **Closed Session**

Commissioner Sandy Duckwall made a motion to go into closed session pursuant to G.S. 143-318.11(a)(3) for the purpose of consultation with Attorney, and pursuant to G.S. 143-318.11(a)(6) for the purpose of discussing personnel. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Commissioner Mike Andrews made a motion to come out of closed session and back into regular session. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

The Commissioners re-entered regular session at 11:40 a.m.

### **Budget Work Session**

Discussion was held regarding:

- Full time housekeeper or additional part time afternoon housekeeper
- \$694,283 appropriated Fund Balance in the FY08-09 Budget
- \$65,000.00 removed from School Budget Capital Outlay
- Concerned expressed regarding safety issue of students crossing Railroad track for practicing and will be addressed with School Superintendent
- Social Services budget will decrease because of health insurance actual figures
- 3% COLA for County Manager Randell Woodruff

- Budget Public Hearing will be held on Monday, June 9, 2008 at 7:00 p.m.

**Adjournment**

Commissioner Melvin Jeralds made a motion to adjourn the meeting. The motion passed with Commissioners Melvin Jeralds, Sandy Duckwall, Philip Faison, Mike Andrews and Chairman Jeffrey Jennings voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

The meeting adjourned at 12:06 p.m.

---

Jeffrey B. Jennings, Chairman  
Camden County Board of Commissioners

ATTEST:

---

Ava J. Gurganus  
Clerk to the Board